

Protocol for Ongoing Case Management and Safety Services Family Team Meeting

Purpose

Family Teaming is a planning process that brings people together to help families care for their children and make families stronger. This process seeks to connect families with supportive family members, friends, and other supportive community partners. On a voluntary basis, the team will be chosen by the parent/caregiver with the support of the case manager to assure that the necessary supports are at the table. The OCM/SSM will assure that efforts are made to identify and engage all fathers (when possible) and paternal relatives in order to assure that all possible supports are available to the child or family.

Meeting Preparation

The OCM/SSM will obtain all necessary consents to communicate with all potential team members as team members are identified by the parent/caregiver. The OCM/SSM will engage in a preparation interview with all identified team members to prepare them for the upcoming Family Team Meeting and assure any possible conflicts to their participation are addressed. No person will be in attendance at a Family Team Meeting unless they have been prepped. This includes professionals identified by the family as prospective team members.

Prior to the first Family Team Meeting, a Permanency Consultant (PC) and his/her role will be introduced to the family either at the Family Case Transfer Meeting, or at a joint home visit with the case manager. The family will ultimately decide if the PC will be a team member, and the OCM will prepare the PC accordingly. Any potential conflicts will be addressed in preparation for the Family Team Meeting.

Timing

The first Family Team Meeting will take place within 30 calendar days following the Family Case Transfer Meeting for either the Ongoing or Safety Services Program. Subsequent Family Team Meetings must occur a minimum of every 90 calendar days for families open in the Ongoing Program and Safety Services Program. Based on a family's unique needs, Family Team Meetings may occur far more frequently than the minimum requirements.

Documentation in eWiSACWIS

The OCM/SSM will document the case note using:

Case note type: "Face-to-Face"

Type detail: "Family Team Meeting"

Face-to-Face Result: select "Occurred" or "Did not occur"

The case note narrative will contain supporting and clarifying information regarding the discussions around child safety, permanency, and well being that were covered at the Family Team Meeting.

If a parent/caregiver does NOT attend a scheduled Family Team Meeting: If a parent/caregiver does not show up for the meeting, even if all other team members show up, a Family Team Meeting did NOT occur. The face-to-face result drop-box of the case note will indicate that the Family Team Meeting did not occur. If subsequent meeting without the parent/guardian occurs, a separate case note regarding that face-to-face meeting will be documented.

Alternative Forms of Family Team Meetings

There may be some cases where there is an alternative form of the family team. For example, a team may be around a youth preparing to age-out of foster care whose guardianship is no longer with a parent, or a team may be around a pre-adoptive foster parent when TPR has occurred from his/her biological parents. In these cases, consultation with a supervisor regarding the definition of the “team” will take place to ensure best practice. Final approval for the alternative is to be approved by the program manager. This will be documented in a Worker/Supervisor Consultation case note in eWiSACWIS.